

## APPENDIX A

### APPLICATION INSTRUCTIONS

#### **Application Submission**

Persons applying for Tax Credits under the 2015 Housing Tax Credit Program will be required to submit an electronic Application with required exhibits. The Applications for State HOME funds in conjunction with 9% Tax Credits are incorporated into the Online Application for Tax Credits. The appropriate HOME personnel will be given access to these Applications for reviewing and awarding purposes.

- a) Applications will be accepted December 5, 2014 through 4:30 p.m. on December 9, 2014.
- b) Only complete Applications shall be submitted through the Online Application.
- c) Projects requesting the Nonprofit Set-Aside shall submit the nonprofit entity information through the Online Application no later than November 7, 2014. Refer to QAP, Part A, Section 1 and Appendix K.
- d) The Online Application Guide is available under the HELP Tab in each Application and also on 2015 LIHTC webpage.
- e) The Application and Market Study fees shall be paid through the Fees Tab in the Online Application before Application submission.
- f) Per Section 3.3 of the 2015 Qualified Allocation Plan ("QAP), once the Application is received by IFA an Applicant shall not contact any IFA staff or Board members, nor shall anyone contact staff or Board members on the Applicant's behalf, in order to unduly influence IFA's determination related to the award of Tax Credits. If it has been determined by IFA that a staff member or Board member has been contacted by the Applicant or a party on behalf of the Applicant, then the Application shall be withdrawn by IFA from consideration for LIHTC. The only exception is when IFA contacts an Applicant to clarify a threshold item within the Application.
- g) Once an Application is submitted to IFA, it will be unavailable to the Applicant until such time that the Applicant needs to make a change per IFA's request. The Application will then be available to the Applicant to make only the IFA requested changes.
- h) A change in funding sources, including equity pricing, will not be allowed during the deficiency period, unless requested by IFA.

#### **Market Study**

IFA will forward information for each 9% Application submitted to the assigned Market Study Provider to prepare a market study for the proposed Project. After the March 2015 Board meeting in which Tax Credit awards are approved, the completed market study shall be e-mailed to each Applicant and will also be available on the Overview Tab in the Online Application.

#### **Scoring & Amenities**

- a) All scoring and amenity items selected in the Application shall be shown in the Project Site Plans (Exhibit 5B), Plans and Specifications (Exhibit 8B), and the Scope of Work (Exhibit 9B – if applicable) at Application submission. If a discrepancy in the requested points is discovered between the Application and exhibits, IFA shall award the lease amount of points supported by the Application and the exhibits.
- b) Exhibit 1T shall also match the Olmstead Goal elections in the Project Application and be signed by the authorized signor on behalf of the architect listed in the Project Team Tab in the Project Application in order to fully request points for this scoring category in QAP Section 6.3.5.
- c) Once the Application is submitted, changes shall not be allowed that maintain or improve the score received by an Applicant.

**\*REMINDER:** Per QAP Section 9.2: The representations made in the Application shall bind the Applicant and shall become a contractual obligation of the Developer and the Ownership Entity and any Entity the Developer or the Ownership Entity is representing in the presentation of the Application or a successor in interest in the event Tax Credits are awarded to a proposed Project.